

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: October 24, 2005  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – 3<sup>rd</sup> Floor  
315 South Rose Street  
Kalamazoo, Mi 49007

**PRELIMINARY BUSINESS**

President Godfrey called the meeting to order at 4:00 p.m.

Roll Call: All trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Agenda Approval: It was proposed to move the report on the annual audit ahead of the consent calendar in consideration of the presenters' schedules; the agenda was approved with that change.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**V. A. 2004/2005 Audit (Action Item)**

Presentation: Diane Schiller, Finance & Budget Manager, introduced Tom Cole and Kim Hoppe from Plante Moran, the firm that conducted the library's 2004/2005 audit. She said they were particularly helpful with internal control structures that needed review.

The auditors indicated the audit went very well, especially since it is the first year their firm has worked with KPL. They thanked D. Schiller and office staff for their assistance. Internal controls are functioning very well; there were no serious issues. They reviewed the financial information for the board. The accompanying management letter contained the following recommendations: 1) establishment of a formal written vendor approval process; 2) adoption of a wire transfer policy; and 3) ensure proper documentation is maintained for all cash receipts.

J. VanderRoest reported the board finance & budget committee met with the auditors and library staff and extensively reviewed the statements. The auditors were complimentary to the business manager and the staff; the government accounting standards 34 requirements were implemented seamlessly. The committee was pleased to receive a positive audit from the new auditors. It is the board's responsibility to review and use the audit to govern the library. He thanked the auditors for their work and attendance at the meeting.

**MOTION: THE FINANCE & BUDGET COMMITTEE MOVED AND L. DYKSTRA SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS PRESENTED BY PLANTE MORAN.**



**Motion carried 7-0.**

### III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of September 26, 2005

B. Personnel Item

**New hire:**

**Carlos Santiago-Lugo** was hired for the .5 library assistant 3 position at Washington Square Branch Library, within Children's and Branch Services, effective November 16, 2005. This position was added to the staffing table as part of the 2005/06 preliminary budget. Outreach and in-branch library services to the Spanish-speaking community is a strong focus; this is the first position for which KPL has required fluency in speaking, writing and translating Spanish. Mr. Santiago-Luga has been a library aide in Loan and Outreach Services since February of this year.

**Disposition:** The board accepted the minutes of the September 26, 2005 meeting and the personnel item as presented.

### IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending September 30, 2005

**Recommendation: Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending September 30, 2005.**

**MOTION: C. ADDISON MOVED AND B. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.**

**Executive Summary:** A. Rohrbaugh told the board there would be highlighted gifts and grants information included as part of the financial reports beginning with the reports presented at the December meeting.



**MOTION CARRIED 7-0.**

### V. REPORTS AND RECOMMENDATIONS

#### **REPORTS**

B. Library Marketing Materials

**Presentation:** Marti Fritz, Community Relations Manager, provided information to the board on how library programs are promoted and the process and costs involved to print promotional materials.

**Discussion:** In response to trustee questions, M. Fritz said 95% of the artwork for promotional materials is done in house by staff. Often, art from publishers, artists or even book covers is incorporated in printed pieces. Local printers are utilized to keep the dollars in the community. She also highlighted awards KPL has won locally and nationally for its promotional materials. We use mailing lists provided by KPS to mail children's materials directly to KPS students. School personnel distribute materials to private and parochial school students.

## **VI. COMMITTEE REPORTS**

### **A. Finance & Budget Committee**

J. VanderRoest indicated the committee would meet soon to review the policies recommended by the auditors.

D. Brown asked for clarification of what is meant by a vendor selection policy. D. Schiller said currently department heads and those they delegate choose vendors; there is no vetting process. L. Godfrey noted vendors could be added – if a vendor was not included on an initial vendor list it would not indicate a permanent limitation, but the vendor could not be used until they were added to the approved list.

### **B. Personnel Committee**

Nothing to report.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

Presentation: The director reported the previous weeks' Teen Week program featuring author David Levithan, who spoke about his teen oriented fiction books that feature sexual orientation themes, was very successful. It is estimated there were over 220 people in attendance. Although KPL was alerted there might be demonstrators, the few who came were well behaved. Communications from about 80 people were received and responded to by the director prior to the event; about 75% were supportive.

J. VanderRoest said his only concern is that when there is a library program that addresses a "hot button" issue it is made clear that we are presenting information rather than advocating a position.

A. Rohrbaugh indicated she tried to make that very clear when she responded to writers; she was very careful to address their concerns appropriately.

L. Godfrey said the director kept her up to date throughout the process; the board should be proud of the way KPL managers acted to defuse concerns. There was the potential for more volatile behavior. She did not think it could have been handled any better and is proud KPL took on this kind of issue.

The director noted the Public Library Association conference will be held in Boston from March 21-25 and suggested any trustees who might like to attend should contact President Godfrey.

## **VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

## **IX. TRUSTEE COMMENTS**

**L. Dykstra** asked about whether it might not be informative to have a report on materials selection; L. Godfrey indicated it is on the list for inclusion as a future board meeting presentation; in the meantime the policy is in the trustee manual.

**J. VanderRoest** feels it is vital to offer a forum for civil discourse and discussion regardless of the topic. He values the fact KPL can provide disparate voices and information to people with disparate needs in a civil way that no one of good will would find threatening.

**V. Wright** appreciated being informed all through the process to be able to respond to questions.

**D. Brown** was supportive of the way the director handled the Levithan event; trustees were kept informed ahead of time. The introduction and conduct of the program was exceptionally well managed. He was also impressed with a number of people who were in attendance to be supportive in case problems developed.

**C. Addison** was also appreciative of the information received regarding the Levithan program; in addition she found the CRO report helpful.

**L. Godfrey** commented on a recent incident in the children's room to which a security guard overreacted. She asked the director to pass on her thanks to Kathy Ruddick, the librarian on duty at the time, whose calm and gracious behavior resulted in the patrons who were involved in the incident going away satisfied.

She also extended her thanks to Katy Steadman and Christine Hann for their work to get our federal depository collection removed from probationary status with the federal government.

#### **XI. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:20 p.m.

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Loren J. Dykstra, Secretary